

LEGAL SECRETARY

DISTINGUISHING FEATURES

The fundamental reason the Legal Secretary position exists is to perform highly responsible and complex assignments and prepare legal documents and correspondence for more than one attorney in the City Attorney's office. This classification is not supervisory. Work is performed under general supervision of an Office Coordination Manager. Legal Secretary is distinguished from Secretary by the greater complexity of assignments, and the independence with which work is performed.

ESSENTIAL FUNCTIONS

Takes and transcribes dictation from shorthand, tapes or rough notes.

Types/keys standard Ordinances and Resolutions, correspondence and pleadings.

Composes, prepares letters, reports and official documents;

Prepares a variety of complex legal documents and correspondence requiring accuracy and completeness.

Maintains a docket of all cases filed by and against the City.

Maintains calendars; schedules appointments and meetings.

Responds to sensitive requests for information that involves confidential information.

Communicates both orally and in writing with attorney of trial settings and pleadings due.

Coordinates and arranges for court reporters and schedules witnesses for depositions.

Creates and maintains accurate complex records/files both electronic and paper, and indexes legal files and documents.

Maintains records of departmental budget information.

Maintains office supplies.

Responds to inquiries, takes accurate messages, and routes calls and/or messages to the appropriate staff member.

Provides support to staff members and is a team player by assisting staff with their job duties.

Maintains regular and consistent attendance and punctuality

Seeks out innovative ways to streamline and improve paper flow process and procedures.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Proper business English, grammar, spelling, basic arithmetic, and word-processing.
PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, and Access.
Legal procedures, principles, and terminology.
Modern office practices, procedures and equipment.
Rules of formatting legal reports and documents.
City Code and Charter.

Ability to:

Type/key 55 wpm (words per minute) net on a daily routine basis.
Operate a variety of standard office equipment including telephone, personal computer (PC), fax machine, and photocopy machine and calculator that requires continuous and repetitive arm, hand and eye movement.
Sit for extended periods of time.
Listen and communicate effectively, both orally and in writing with City Officials, co-workers, and the public.
Use good judgment in presenting materials in a logical format.
Plan, prioritize and meet changing deadlines.
Maintain complex legal records.
Establish and maintain effective working relationships with City Officials, co-workers, and the general public.
Perform informational research.
Maintain regular consistent attendance and punctuality.
Move light objects weighing less than 20 pounds, such as mail, supplies, and files short distances.

Education & Experience

Requires graduation from high school or a GED and any combination of education, training, or experience equivalent to five years of progressively responsible secretarial experience, including one-year of experience in a legal setting and word-processing. Must type/key 55 wpm (words per minute) net. Requires experience in operating a personal computer (PC).

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Non-exempt

HR Ordinance Status: Classified